



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **GOVERNANCE SUPPORT OFFICER**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE**

To create outstanding organisations that promote education excellence, character development and service to communities.

##### **JOB SUMMARY**

1. Support the administration of Trust and/or Local Governance including Trust Board Meetings, Committees and Local Accountability Boards (LAB) and the statutory responsibilities of a large Multi-academy Trust, enabling these functions to be undertaken in a regulatory compliant, professional, and effective manner.
2. Provide administrative support to the Governance and Assurance Team to ensure that its provision is professional and effective.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1 Governance Meetings**

- 1.1 Support the governance service to the Board of Trustees and/or the trust's schools to ensure all meetings are conducted effectively and meet statutory and regulatory compliance requirements and high professional standards. This will include having direct responsibility for a defined number of committees or LABs and managing their service provision directly being their first point of contact in the Governance team.
- 1.2 Have responsibility for the provision of an effective preparation and distribution service for any relevant meeting papers to ensure that Trustees or Governors receive timely, accurate, well-presented information that enable them to make effective decisions. This will require liaison with trust staff and /or schools to ensure key deadlines are met.
- 1.3 Attend and Clerk committee or Local Accountability Board meetings and provide an effective minute taking service to ensure that the Trust's meetings are recorded in a timely and accurate fashion and in compliance with relevant statutory and regulatory requirements, in line with the Trust's clerking standards.
- 1.4 Provide governance advice to a plethora of stakeholders such as Senior Leaders, Trustees, Trust Staff, Governors, Principals and other stakeholders involved in committee or Local Accountability Board meetings on governance compliance requirements and governance procedural rules.
- 1.5 Support the monitoring the implementation of decisions taken at the Trust's committees or Local Accountability Board meetings.

- 1.6 Provide support to schools and clerking services for Pupil Discipline Committees.
- 1.7 Develop and maintain effective working relationships with Senior Leaders, Trustees, Principals, Chairs, schools, Trust staff and Governors for the committees or schools the role is directly responsible for.
- 1.8 Have responsibility for managing the workload to ensure the cyclical demands of the role and deadlines are met.

## **2 Governance Administration**

- 2.1 Develop and maintain relevant statutory governance records and databases to ensure compliance with statutory requirements.
- 2.2 Provide administrative and system support for the appointment, removal, and training of Trustees or Governors, including the maintenance of key statutory records and databases.
- 2.3 Provide support to the induction, training, and briefing programme for Trustees or Governors.
- 2.4 Provide administrative support for the scheduling and organisation of the Governance annual calendar and delivery of an agreed workplan in the organisation and administration of the Trust's committee or LAB meetings.

## **3 Supporting Governance Services**

- 3.1 Provide support for the recording, filing, and publishing of key governance and legal documentation of the Trust.
- 3.2 Provide support for the organisation and management of governance events that will require liaison between Trust and schools; with the required information then supplied to Trustees or Governors, as appropriate.
- 3.3 Support with lines of communication between the Trusts Communications team and Trustees or LABs.
- 3.4 Ensure that confidentiality is maintained in all areas and that all GDPR principles are adhered to.
- 3.5 Be committed to continually professionally develop and review current practices to provide a high standard of governance support across the Trust's meetings.

## **4 Other Responsibilities**

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.
- 4.5 Occasional evening work and travel will be required.

## **5 Records Management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
<b>QUALIFICATIONS</b>				
1.	5 GCSE's (incl. Maths and English Grade C or above).	E	✓	
2.	A Level/NVQ Level 3 (or equivalent).	E	✓	
3.	Degree qualification or equivalent.	D	✓	
4.	Working towards a professional qualification in a relevant area.	D	✓	
5.	Evidence of continuous development.	E	✓	
<b>EXPERIENCE</b>				
6.	Administration experience within a professional office environment.	E	✓	✓
7.	Experience of supporting governance within a statutory or professional environment.	D	✓	✓
8.	Experience of producing meeting papers and minutes in a statutory or professional environment.	E	✓	✓
9.	Experience of developing, communicating and successfully implementing guidance and procedures.	D	✓	✓
10.	Experience of working within the education sector.	D	✓	
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
11.	Outstanding written and verbal communication skills.	E	✓	✓
12.	Proficient in editing documents with the ability to correct spelling, punctuation and grammatical errors and ensure good formatting and presentation.	E	✓	✓
13.	Excellent organisational skills.	E	✓	✓
14.	Ability to establish and maintain databases.	E	✓	✓
15.	Computer literate with a working ability to use key IT software to present work to a high standard.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
16.	Ability to manage meetings both in person and through video conferencing and to distribute all papers for meetings to all participants electronically.	E	✓	✓
17.	Ability to build effective working and professional relationships with colleagues at all levels, school staff, Local Governors, and other key stakeholders.	E	✓	✓
18.	Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector.	D	✓	✓
19.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
20.	Ability to work effectively to regular deadlines and manage contributions from others.	E	✓	✓
21.	Ability to attend evening meetings, as required.	E	✓	✓
22.	Ability to drive with own transport.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓